# TEACHER'S ATTENDANCE AND SCHOLARSHIP RECORDS AND REPORTS

FORM NO. C. A. 100

Designed for Rural and Small Graded Schools

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School Form Specialties
KALAMAZOO, - MICHIGAN

MODEL PAGE PROPERLY FILLED OUT

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH
Beginning Oct 3, 1927
Ending Oct 28, 1927 Dist. No. 3 Lowell Township Julia Smith Teacher
No. of Days Taught 20

| Number | Grade | Names of Pupils (Opening Day's Registration Should be Listed Alphabetically) | Age | Sex | Arithmetic | Drawing | Language—Grammar | History | Physiology—Hygiene | Penmanship | Reading | Spelling | Geography | Agriculture | Civil Gov't | Nature Study | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 6 | Anderson, Jennie | 11 | F | B | B | A | C | B | B | B | A | B | | | | |
| 2 | 2 | Clawson, Donald | 6 | M | | D | B | | B | C | C | B | | | | D | |
| 3 | 7 | Bates, Mary | 13 | F | A | B | B | B | C | B | A | A | B | | | | |
| 4 | 3 | Bowman, Henry | 8 | M | B | C | B | | B | C | B | C | A | | | B | |
| 5 | 1 | Daniels, Emma | 5 | F | | C | C | | B | C | D | C | | | | C | |
| 6 | 8 | Ennes, Lucy | 14 | F | B | A | B | C | B | A | B | A | | C | B | | |
| 7 | 6 | Foster, John | 12 | M | A | B | B | A | B | B | C | C | B | | | | |
| 8 | 5 | Griffith, Frank | 10 | M | B | A | C | | B | A | B | C | B | | | | |
| 9 | 3 | Heinz, Inez | 7 | F | C | D | A | | C | B | A | B | B | | | B | |
| 10 | 4 | Jarvis, Arvid | 8 | M | D | C | B | | D | C | B | A | B | | | B | |
| 11 | 4 | King, Minnie | 9 | F | C | B | B | | B | B | A | B | C | | | C | |
| 12 | 1 | Nichols, Beatrice | 5 | F | | A | B | | A | A | B | B | | | | B | |
| 13 | 2 | Washburn, Ada | 6 | F | | B | C | | B | A | B | B | | | | B | |
| 14 | 8 | O'Brien, Edward | 15 | M | B | C | D | F | C | B | C | C | | B | C | | |
| 15 | 5 | Emerick, Roy | 11 | M | A | B | B | | C | B | B | C | B | | | | |
| 16 | 5 | Olson, Oscar | 10 | M | C | C | B | | B | D | C | D | C | | | | |
| 17 | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | |
| 47 | | | | | | | | | | | | | | | | | |
| 48 | | | | | | | | | | | | | | | | | |

| Number | 1st Week M 3 | T 4 | W 5 | T 6 | F 7 | 2d Week M 10 | T 11 | W 12 | T 13 | F 14 | 3d Week M 17 | T 18 | W 19 | T 20 | F 21 | 4th Week M 24 | T 25 | W 26 | T 27 | F 28 | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 2 | | | T | | | | | | | | | | | | | | | | | X | 38 | 2 | 20 | 1 | |
| 3 | | | | | | \ | | | | | | | | | | \ | | | | | 38 | 2 | 20 | | |
| 4 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 5 | | | | / | | I | | \ | | | X | | | | | / | | | | X | 33 | 7 | 20 | 2 | Sickly |
| 6 | \ | | | | | T | | | | | X | | | | | | | | | | 37 | 3 | 20 | 1 | |
| 7 | | | | | | | | | | | | | | | | | | | | / | 39 | 1 | 20 | | |
| 8 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 9 | | | | ⊥ | | | | | | | | | | | | | | | | | 40 | | 20 | 1 | |
| 10 | | | | | | | | | / | | | | | | | | | | | | 39 | 1 | 20 | | |
| 11 | | | | | | | | | | | | | T | | | L | | | | | 30 | | 15 | 1 | |
| 12 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 13 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 14 | RT | | | | | T | | | | / | / | | | | | | | | ⊥ | / | 37 | 3 | 20 | 2 | Work Permit Revoked |
| 15 | R | | | | | | | | | | | | | | / | | | | | | 39 | 1 | 20 | | |
| 16 | | | | | | ET | | | | | | | | | | | | | | | 30 | | 15 | | From Dist. 1, Portland Twp., Ionia Co. |
| Monthly Totals | | | | | | | | | | | | | | | | | | | | | 400 | 20 | 310 | 8 | |

**SCHOLARSHIP MARKS**

A=Excellent E=Failure
B=Good X=Absent from examination
C=Average I=Incomplete
D=Poor

**MEMORANDA**

Scholarship Credits —
Minnie King, 3 wks. only
Oscar Olson, 3 wks. only

**ATTENDANCE SYMBOLS**

R=Registered
.ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\ =Absent in Forenoon
/ =Absent in Afternoon
X=Absent all Day
A minus sign after ET, RT, or L means "in Afternoon."

**NOTE**

See MODEL on inside Title Page; also, INSTRUCTIONS FOR TEACHER.

Use code given below for "Country of Birth" of both Father and Mother.

| Country | Code | Country | Code | Country | Code | Country | Code |
|---|---|---|---|---|---|---|---|
| Albania | 65 | Esthonia | 57 | Malay Peninsula | 86 | Sweden | 30 |
| Arabia | 63 | Finland | 33 | Mexico | 82 | Switzerland | 23 |
| Armenia | 61 | France | 41 | Montenegro | 53 | Syria | 62 |
| Australia | 15 | Germany | 20 | Negro | 99 | Turkey | 64 |
| Austria | 22 | Greece | 46 | Netherlands | 21 | Ukraine | 52 |
| Belgium | 42 | Holland | 21 | Norway | 31 | U. S. White | 01 |
| Bohemia | 51 | Hungary | 60 | Persia | 66 | U. S. Colored | 99 |
| Bulgaria | 54 | India | 85 | Poland | 50 | U. S. Indian | 84 |
| Canada | 14 | Ireland | 13 | Portugal | 44 | Wales | 12 |
| China | 80 | Italy | 40 | Roumania | 45 | West Indies | 83 |
| Colored | 99 | Japan | 81 | Russia | 52 | Unknown | 70 |
| Czecho-Slovakia | 51 | Jugo-Slavia | 53 | Scotland | 11 | | |
| Denmark | 32 | Latvia | 56 | Serbia | 53 | | |
| England | 10 | Lithuania | 55 | Spain | 43 | | |

Name of Teacher Hazel E. Richards
Township Alamo School District #4.

## INSTRUCTIONS FOR THE TEACHER

(Forms CA 100 A and CA 100 B)

LH 2966 donated Sue Lynn Madden 9.12.87

…ompanying Daily Attendance and Monthly Scholarship Record, …e register in use, fill in each current day the proper items. This …le in duplicate, using a sharp pencil and a carbon sheet.

…f the school month, the original or white sheet of this form … transmitted to your county commissioner of schools. The …hools may request the teachers in township or small graded …eports to the Superintendent in charge.

…spaces under "Students Received" and "Students Left" will … in checking with current reports, form CA-27; also, with …ndrawals recorded on the Daily Attendance and Scholarship …

Column 1. REGISTRATION shall designate the first enrollment of a child in a MICHIGAN SCHOOL, either public or private, during the current school year, and SHALL BE RECORDED THE FIRST DAY, AND THE FIRST DAY ONLY, THAT THE CHILD IS IN SCHOOL. A pupil entering from outside the state shall be considered a new registration. Registration for "Year to Date" is an increasing number, which cannot be diminished.

Column 2. A child Received by Transfer must not be added to Registration. A child entering is a transfer when coming from another teacher or school in Michigan where he has already been enrolled during the current school year.

Column 3. RETURNS. There are some students who are marked LEFT then later in the year return, either because the family has returned, an employment permit revoked, or other similar cause. Such cases ONLY should be entered in Column 3 and must be explained in the MEMORANDA.

Column 4. All "Lefts" are to be regarded as permanent "Lefts." No child should be marked "Left" except when transferred to some other teacher or school, or when legally excused from attendance in accordance with the provisions of the school law and with regulations set up by the Superintendent of Public Instruction.

When opening a new month's report, opposite "Totals from Last Month" place numbers brought forward from "Totals for Year to Date" of previous month's report. Then, as the close of the month, add "Totals for Month" to "Totals from Last Month" to secure "Totals for Year to Date" of current month. Only new registrations are to be added to make totals in column 1.

DAILY MEMBERSHIP for the year is to be computed according to item 8 on Form 100 B. Daily membership for any current day will be the membership for the preceding day plus new entries for the current day under column 1, 2, and 3, less losses for the day under Column 4. DAILY MEMBERSHIP means number belonging at date and is not to be confused with REGISTRATION or with actual attendance.

Attendance is to be recorded only on the days school is actually in session. Average attendance is obtained under items 10 on Form CA 100 B.

The totals for each month in columns 1, 2, 3, 4, 5, and 6 are to be recorded on Form CA 100 B. The totals of these columns for the school year should be the same as the "Totals to Date" on the last month's report. Items 7, 8, 9, 10, 11, 12 and 13 are to be computed at the close of the school year and the white sheet of Form CA 100 B is to be sent to the Commissioner with the last month's report.

CA-100-A FOR MONTH

Beginning Sept. 3 1940

Ending Sept. 27 1940

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

No. of Days in Session 19

Dist. No. 4 Alamo Township Hazel E Richards Teacher

| Arithmetic | Arts | English | History | Physiology—Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | | Number | Grade | DAY OF MONTH ☞ NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth | Age | Sex |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| B | | B | | | C | B | B | | | | | 1 | 1 | Buck, Betty Jean | 6 | F |
| C | | C | | | B | C | B | | | | | 2 | B | " , Flora May | 4 | F |
| A | | E | | | C | C | C | | | | | 3 | [illegible] | " , Richard | 7 | M |
| C | | C | | | C | C | B | | | | | 4 | B | Cook, Raymond | 5 | M |
| C | | D | | | B | C | B | | | | | 5 | 1 | " , Richard | 6 | M |
| D | | C | D | C | C | B | B | C | D | C | | 6 | 8 | Garrison, Eva | 13 | F |
| E | | C | D | B | C | B | D | C | D | | | 7 | 7 | " , Glenn | 12 | M |
| D | | E | | | C | C | C | | | | | 8 | 2 | Mengera, Albert | 7 | M |
| B | | B | | | C | B | A | | | | | 9 | 1 | McAlitor, Crystall | 6 | F |
| E | | E | | B | C | B | C | D | | | | 10 | 4 | Pio, Dale | 12 | M |
| C | | D | | | C | C | C | | | | | 11 | 2 | Porter, Robert | 7 | M |
| | | | | | | | | | | | | 12 | | | | |
| | | | | | | | | | | | | 13 | | | | |
| | | | | | | | | | | | | 14 | | | | |
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| | | | | | | | | | | | | 32 | | | | |
| | | | | | | | | | | | | 33 | | | | |
| | | | | | | | | | | | | 34 | | | | |
| | | | | | | | | | | | | 35 | | | | |
| | | | | | | | | | | | | 36 | | | | |
| | | | | | | | | | | | | 37 | | | | |
| | | | | | | | | | | | | 38 | | | | |
| | | | | | | | | | | | | 39 | | | | |
| | | | | | | | | | | | | 40 | | | | |

| Number | 1st Week M | T | W | T | F | 2d Week M | T | W | T | F | 3d Week M | T | W | T | F | 4th Week M | T | W | T | F | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1–11 | LABOR DAY | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | X | | | | | | | | | | | | | | | | | | | Funeral |
| 9 | | | | | | | X | | | | | | | | | | | | | | | | | | In town |
| 10 | | | | | | | | | | | | | | | | / | ' | / | | | | | | | |

Monthly Totals

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination O=Outstanding I=Incomplete or S=Satisfactory U=Needs Help

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught B-1-2-4-7-8 Form CA-100-A

| DATE OF MONTH | DAY OF WEEK | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Schools in Same District | 2 B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | A.M. B Number Tardy | P.M. C Number Present | P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S2 | M | | LABOR | | | DAY | | 11 | | | | |
| 3 | T | 7 | 4 | | | | | 11 | 11 | | 11 | |
| 4 | W | | | | | | | 11 | 11 | | 11 | |
| 5 | T | | | | | | | 11 | 11 | | 11 | |
| 6 | F | | | | | | | 11 | 11 | | 11 | |
| 9 | M | | | | | | | 10 | 10 | | 10 | |
| 10 | T | | | | | | | 11 | 10 | | 10 | |
| 11 | W | | | | | | | 11 | 11 | | 11 | |
| 12 | T | | | | | | | 11 | 11 | | 11 | |
| 13 | F | | | | | | | 11 | 11 | | 11 | |
| 16 | M | | | | | | | 11 | 11 | | 11 | |
| 17 | T | | | | | | | 11 | 11 | | 11 | |
| 18 | W | | | | | | | 11 | 11 | | 11 | |
| 19 | T | | | | | | | 11 | 11 | | 11 | |
| 20 | F | | | | | | | 11 | 11 | | 11 | |
| 23 | M | | | | | | | 11 | 11 | | 10 | |
| 24 | T | | | | | | | 11 | 11 | 1 | 11 | |
| 25 | W | | | | | | | 11 | 11 | 1 | 11 | |
| 26 | T | | | | | | | 11 | 11 | | 10 | |
| 27 | F | | | | | | | 11 | 11 | | 11 | |
| Totals for Month | | 7 | 4 | | | | | 220 | 207 | 2 | 205 | |
| Totals for Last Mo. | | | | | | | | | | | | |
| Total to Date | | | | | | | | | | | | |

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

11 + 0 + 0 - 0 = 11

## STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

## STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

CA-100-A FOR MONTH

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

Beginning Sept. 30 1940 No. of Days in Session 20

Ending Nov. 1 1940 Dist. No. 4 Alamo Township Hazel E. Richards Teacher

| Arithmetic | Arts | English | History | Physiology-Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | | | Number | Grade | DAY OF MONTH ☞ NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth | Age | Sex |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | B | | | C | B | B | | | | | | 1 | 1 | Buck, Betty Jean | 6 | F |
| C | | B | | | C | B | B | | | | | | 2 | B | " , Flota Mae | 4 | F |
| B | | D | | | C | C | C | | | | | | 3 | 2 | " , Richard | 7 | M |
| C | | C | | | C | C | B | | | | | | 4 | B | Cook, Raymond | 5 | M |
| C | | D | | | B | C | B | | | | | | 5 | B | " , Richard | 6 | M |
| D | | C | C | B | C | B | A | C | B | B | | | 6 | 8 | Garrison, Eva | 13 | F |
| D | | C | D | B | C | B | C | D | C | | | | 7 | 7 | " Glenn | 12 | M |
| C | | D | | | C | C | C | | | | | | 8 | 2 | Meyers, Albert | 7 | M |
| A | | B | | | B | A | B | | | | | | 9 | 2 | Mollitor, Crystall | 6 | F |
| D | | D | | C | C | B | D | D | | | | | 10 | 4 | Pio, Dale | 12 | M |
| B | | C | | | C | C | C | | | | | | 11 | 2 | Porter, Robert | 7 | M |
| | | | | | | | | | | | | | 12 | | | | |
| | | | | | | | | | | | | | 13 | | | | |
| | | | | | | | | | | | | | 14 | | | | |
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| | | | | | | | | | | | | | 39 | | | | |
| | | | | | | | | | | | | | 40 | | | | |

| Number | 1st Week M | T | W | T | F | 2d Week M | T | W | T | F | 3d Week M | T | W | T | F | 4th Week M | T | W | T | F | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 2 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 3 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 4 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 5 | | | | | | | | | | | X | X | | | | | | | | | 36 | 4 | 20 | | Running tractor |
| 6 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 7 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 8 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 9 | | | | | | | | | | | | | | | | | | | | X | 38 | 2 | 20 | 1 | |
| 10 | | | | | / | | | | | | | / | X | | | | | | | X | 34 | 6 | 20 | | Running tractor Husking [illegible] |
| 11 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |

Was at Institute so those two days will be counted in later.

| SCHOLARSHIP MARKS | A=Excellent B=Good | C=Average D=Poor | E=Failure X=Absent from Examination | O=Outstanding I=Incomplete or | S=Satisfactory U=Needs Help | 428 | 2 | 220 | 1 | Monthly Totals |
|---|---|---|---|---|---|---|---|---|---|---|

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught B-1-2-4-7-8 Form CA-100-A

| DATE OF MONTH | DAY OF WEEK | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Schools in Same District | 2 Received by Transfer B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | A.M. B Number Tardy | P.M. C Number Present | P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S 30 | M | | | | | | | 11 | 11 | | 11 | |
| O 1 | T | | | | | | | 11 | 11 | | 11 | |
| 2 | W | | | | | | | 11 | 11 | | 11 | |
| 3 | T | | | | | | | 11 | 11 | | 11 | |
| 4 | F | | | | | | | 11 | 11 | | 10 | |
| 7 | M | | | | | | | 11 | 11 | | 11 | |
| 8 | T | | | | | | | 11 | 11 | | 11 | |
| 9 | W | | | | | | | 11 | 11 | 1 | 11 | |
| 10 | T | | | | | | | 11 | 11 | | 11 | |
| 11 | F | | | | | | | 11 | 11 | | 11 | |
| 21 | M | | | | | | | 11 | 11 | | 11 | |
| 22 | T | | | | | | | 11 | 10 | | 10 | |
| 23 | W | | | | | | | 11 | 10 | | 9 | |
| 24 | T | | | | | | | 11 | 10 | | 10 | |
| 25 | F | | | | | | | 11 | 11 | | 11 | |
| 28 | M | | | | | | | 11 | 11 | | 11 | |
| 29 | T | | | | | | | 11 | 11 | | 11 | |
| 30 | W | | | | | | | 11 | 11 | | 11 | |
| 31 | T | | | | | | | 11 | 11 | | 11 | |
| N 1 | F | | | | | | | 11 | 9 | | 9 | |
| Totals for Month | | | | | | | | 220 | 215 | 1 | 213 | |
| Totals for Last Mo. | | | | | | | | 220 | 207 | 2 | 205 | |
| Total to Date | | | | | | | | 440 | 422 | 3 | 418 | |

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
∖=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4= Membership

11+0+0-0=11

## STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

## STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

CA-100-A FOR MONTH

Beginning *Nov. 4* 19*40*
Ending *Nov. 29* 19*40*

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

No. of Days in Session *18*

Dist. No. *4* *Alamo* Township *Hazel E. Richards* Teacher

| Arithmetic | Arts | English | History | Physiology—Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | | | Number | Grade | NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth | Age | Sex | 1st Week M | T | W | T | F | 2d Week M | T | W | T | F | 3d Week M | T | W | T | F | 4th Week M | T | W | T | F | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | B | | | B | B | B | | | | | | 1 | 1 | Buck, Betty Jean | 6 | F | | | | | | | | | | | / | X | X | | | X | X | X | X | X | 21 | 15 | 18 | | Measles |
| B | | B | | | C | B | B | | | | | | 2 | B | " , Flora Mae | 4 | F | | | | | | | | | | | | X | X | | | X | X | X | X | X | 22 | 14 | 18 | | " |
| A | | B | | | C | C | C | | | | | | 3 | 2 | " , Richard | 7 | M | | | | | | | | | | | | X | X | | | X | X | X | X | X | 22 | 14 | 18 | | " |
| C | | C | | | C | B | B | | | | | | 4 | B | Cook, Raymond | 5 | M | | | | | | | | | | | X | X | X | | | X | X | X | X | X | 20 | 16 | 18 | | " |
| C | | D | | | B | C | B | | | | | | 5 | 1 | " , Richard | 6 | M | | | | | | | | | | | X | X | X | | | X | X | X | X | X | 20 | 16 | 18 | | " |
| D | | | D | B | C | B | A | C | C | C | | | 6 | 8 | Garrison, Eva | 13 | F | | | | | | | | | | | | | | | | | | | | | 36 | | 18 | | |
| C | | C | C | B | C | B | D | C | D | | | | 7 | 7 | " , Glenn | 12 | M | | | | | / | | | | | | | | | | | | | | | | 35 | 1 | 18 | | Indigestion |
| A | | C | | | C | C | C | | | | | | 8 | 2 | Meyers, Albert | 7 | M | | | | | / | X | X | X | X | X | | | | | | | | | | | 25 | 11 | 18 | | Measles |
| A | | B | | | B | A | B | | | | | | 9 | 2 | Mollitor, Crystall | 6 | F | | | | | | X | | X | | s | X | X | X | | | X | X | X | X | X | 16 | 20 | 18 | 1 | Rain Measles |
| D | | C | B | C | B | | B | C | | | | | 10 | 4 | Pio, Dale | 12 | M | | | | | | | | | | | | | | | | | | | | | 36 | | 18 | | |
| B | | B | | | C | C | C | | | | | | 11 | 2 | Porter, Robert | 7 | M | | | | | | | | | | X | X | X | X | | | | | | | | 28 | 8 | 18 | | Measles |
| | | | | | | | | | | | | | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | 39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 281 | 115 | 198 | 1 | Monthly Totals |

*Thanksgiving* (written vertically across 3d week T–F)

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination O=Outstanding I=Incomplete or S=Satisfactory U=Needs Help

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught *B-1-2-4-7-8* Form CA-100-A

| Date of Month | Day of Week | 1 Registration Boys | Girls | 2 Received by Transfer A Other Schools in Same District | B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | B Number Tardy | P.M. C Number Present | D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| N 4 | M | | | | | | | 11 | 11 | | 11 | |
| 5 | T | | | | | | | 11 | 11 | | 11 | |
| 6 | W | | | | | | | 11 | 11 | | 11 | |
| 7 | T | | | | | | | 11 | 11 | | 11 | |
| 8 | F | | | | | | | 11 | 11 | | 9 | |
| 11 | M | | | | | | | 11 | 9 | | 9 | |
| 12 | T | | | | | | | 11 | 10 | | 10 | |
| 13 | W | | | | | | | 11 | 9 | | 9 | |
| 14 | T | | | | | | | 11 | 10 | | 10 | |
| 15 | F | | | | | | | 11 | 9 | 1 | 9 | |
| 18 | M | | | | | | | 11 | 2 | | 7 | |
| 19 | T | | | | | | | 11 | 4 | | 4 | |
| 20 | W | | | | | | | 11 | 4 | | 4 | |
| 21 | T | | | | | | | 11 | Thanksgiving | | | |
| 22 | F | | | | | | | 11 | | | | |
| 25 | M | | | | | | | 11 | 5 | | 5 | |
| 26 | T | | | | | | | 11 | 5 | | 5 | |
| 27 | W | | | | | | | 11 | 5 | | 5 | |
| 28 | T | | | | | | | 11 | 5 | 1 | 5 | |
| 29 | F | | | | | | | 11 | 5 | | 5 | |
| Totals for Month | | | | | | | | 220 | 143 | 2 | 140 | |
| Totals for Last Mo. | | | | | | | | 440 | 422 | 3 | 418 | |
| Total to Date | | | | | | | | 660 | 565 | 5 | 558 | |

**ATTENDANCE SYMBOLS**

R=Registered
ET=Entered by Transfer
RT=Returned

L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\=Absent in Forenoon

/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

**PROOF OF MEMBERSHIP AT DATE OF REPORT**
Col. 1+Col. 2+Col. 3—Col. 4=Membership

## STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

## STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
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| 5 | | |
| 6 | | |
| 7 | | |

72
52
44
58
67
89
58

7 ) 440

63

CA-100-A FOR MONTH

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

Beginning Dec. 2 1940 No. of Days in Session 19

Ending Jan. 3 1941 Dist. No. 4 Alamo Township Hazel E. Richards Teacher

| Arithmetic | Arts | English | History | Physiology–Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | Number | Grade | Names of Pupils (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth) | Age | Sex | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | B | | | B | B | B | | | | 1 | 1 | Buck, Betty Jean | 6 | F | 36 | 2 | 20 | | Went |
| B | | C | | | C | B | B | | | | 2 | B | " , Floral Mae | 5 | F | 36 | 2 | 20 | | to see |
| B | | C | | | C | C | C | | | | 3 | 2 | " , Richard | 7 | M | 36 | 2 | 20 | | Santa |
| C | | B | | | C | B | B | | | | 4 | B | Cook, Raymond | 5 | M | 38 | | 20 | | |
| C | | C | | | B | C | C | | | | 5 | 1 | " , Richard | 6 | M | 39 | | 20 | | |
| C | | C | D | B | C | B | B | B | C | C | 6 | 8 | Garrison, Eva | 14 | F | 39 | | 20 | | |
| D | | C | E | C | C | B | C | D | E | | 7 | 7 | " , Glenn | 12 | M | 38 | | 20 | | |
| | | | | | | | | | | | 8 | 2 | Meyers, Albert | 7 | M | 21 | 1 | 11 | | |
| B | | A | | | B | A | B | | | | 9 | 2 | Mollitor, Crystall | 6 | F | 27 | 11 | 20 | 2 | |
| D | | D | | C | C | B | C | D | | | 10 | 4 | Pio, Dale | 12 | M | 31 | 7 | 20 | 1 | |
| C | | B | | | C | C | C | | | | 11 | 2 | Porter, Robert | 7 | M | 38 | | 20 | | |
| | | | | | | | | | | | 12 | 7 | Meeks, Mary Lee | 11 | F | 17 | 1 | 17 | | Enrolled [illegible] |
| | | | | | | | | | | | 13 | 5 | Nostrant, Burton | 9 | M | 8 | 2 | 5 | | |
| | | | | | | | | | | | 14 | | | | | | | | | |
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| | | | | | | | | | | | 40 | | | | | | | | | |
| | | | | | | | | | | | | | | | | [illegible] | [illegible] | 233 | 3 | Monthly Totals |

Day of Month: 1st Week, 2d Week, 3d Week, 4th Week (M T W T F) — marks: X (absent), NEW YEAR written across the 4th week.

SCHOLARSHIP MARKS: A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination O=Outstanding I=Incomplete or S=Satisfactory U=Needs Help

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

156
77
233

12
12
124

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught 0-1-2-4-7-8 Form CA-100-A

| Date of Month | Day of Week | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A: Other Schools in Same District | 2 B: Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 A.M. A Number Present | 6 A.M. B Number Tardy | 6 P.M. C Number Present | 6 P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D 2 | M | | | | | | | 11 | 11 | 1 | 11 | |
| 3 | T | | | | | | | 11 | 11 | | 11 | |
| 4 | W | | | | | | | 11 | 11 | | 11 | |
| 5 | T | | | | 1 | | | 12 | 12 | | 12 | |
| 6 | F | | | | | | | 12 | 12 | | 12 | |
| 9 | M | | | | | | | 12 | 10 | | 10 | |
| 10 | T | | | | | | | 12 | 12 | | 10 | |
| 11 | W | | | | | | | 12 | 11 | | 11 | |
| 12 | T | | | | | | | 12 | 10 | | 10 | |
| 13 | F | | | | | | | 12 | 10 | | 10 | |
| 16 | M | | | | | | | 12 | 10 | | 10 | |
| 17 | T | | | | | | 1 | 11 | 10 | | 10 | |
| 18 | W | | | | | | | 11 | 9 | | 9 | |
| 19 | T | | | | | | | 11 | 10 | | 10 | |
| 20 | F | | | | | | | 11 | 10 | | 9 | |
| 30 | M | | | | 1 | | | 12 | 10 | | 12 | |
| 31 | T | | | | | | | 12 | 12 | 1 | 12 | |
| J 1 | W | | | | | | | 12 | New Year | | | |
| 2 | T | | | | | | | 12 | 11 | | 11 | |
| 3 | F | | | | | | | 12 | 10 | 1 | 10 | |
| Totals for Month | | | | | 2 | | 1 | 233 | 199 | 3 | 199 | |
| Totals for Last Mo. | | 7 | 4 | | 2 | | 1 | 660 | 565 | 5 | 558 | |
| Total to Date | | 7 | 4 | | 2 | | 1 | 893 | 764 | 8 | 757 | |

**ATTENDANCE SYMBOLS**

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

**PROOF OF MEMBERSHIP AT DATE OF REPORT**
Col. 1+Col. 2+Col. 3—Col. 4=Membership

11+2-1=12

**STUDENTS RECEIVED**

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | Meeks, Mary Lee | Salahwan School |
| 2 | | in Van Buren Co. |
| 3 | | |
| 4 | Nostrant, Burton | |
| 5 | | Dimondale, Mich. |
| 6 | | |
| 7 | | |

**STUDENTS LEFT**

| | NAME | TO WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | Albert Meyers | to Galesburg |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

CA-100-A FOR MONTH

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

Beginning Jan. 6 1941
Ending Jan 31 1941 Dist. No. 4 Alamo Township Hazel E. Richards Teacher

No. of Days in Session 20

| Arithmetic | Arts | English | History | Physiology—Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | Number | Grade | Names of Pupils (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth) | Age | Sex | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | C | | | B | A | B | | | | 1 | 1 | Buck, Betty Jean | 6 | F | 29 | 9 | 20 | | Colds |
| B | | C | | | C | B | B | | | | 2 | B | " , Flora Mae | 5 | F | 29 | 9 | 20 | | " |
| B | | B | | | C | B | C | | | | 3 | 2 | " , Richard | 7 | M | 29 | 9 | 20 | | " |
| C | | B | | | B | B | B | | | | 4 | B | Cook, Raymond | 5 | M | 36 | 2 | 20 | | " |
| C | | B | | | B | C | C | | | | 5 | 1 | " , Richard | 7 | M | 36 | 2 | 20 | | " |
| C | | C | C | | C | B | B | C | C | C | 6 | 8 | Garrison, Eva | 14 | F | 35 | 3 | 20 | | " |
| C | | C | D | C | C | B | C | D | C | | 7 | 7 | " , Glenn | 12 | M | 35 | 3 | 20 | | " |
| | | | | | | | | | | | 8 | 7 | Meek, Mary Lee | 11 | F | 25 | 9 | 18 | 1 | Just out |
| A | | A | | | B | A | A | | | | 9 | 3 | [illegible] | 8 | F | 22 | 16 | 20 | 4 | Colds-weather |
| | | | | | | | | | | | 10 | 5 | Nostrant, Burton | 9 | M | 26 | 12 | 20 | | Flu |
| D | | D | | C | C | B | C | E | | | 11 | 4 | Pio, Dale | 7 | M | 33 | 5 | 20 | 2 | Coming for Lee |
| B | | B | | | C | B | C | | | | 12 | 2 | Porter, Robert | 7 | M | 33 | 5 | 20 | 1 | Cold |
| | | | | | | | | | | | 13 | | | | | | | | | |
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| | | | | | | | | | | | 40 | | | | | | | | | |
| Monthly Totals | | | | | | | | | | | | | | | | 362 | 94 | 238 | 9 | |

Teacher ill
Have it all made up with one of my Institute days.

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination O=Outstanding I=Incomplete or S=Satisfactory U=Needs Help

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught B-1-2-4-5-7-8 Form CA-100-A

| Date of Month | Day of Week | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Schools in Same District | 2 Received by Transfer B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | A.M. B Number Tardy | P.M. C Number Present | P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| J 6 | M | | | | | | | 12 | 11 | | 11 | |
| 7 | T | | | | | | | 12 | 12 | 1 | 12 | |
| 8 | W | | | | | | | 12 | 11 | 1 | 10 | |
| 9 | T | | | | | | | 12 | 11 | | 11 | |
| 10 | F | | | | | | | 12 | 12 | | 12 | |
| 13 | M | | | | | | | 12 | Institute - 111 | | | |
| 14 | T | | | | | | | 12 | 3 | 1 | 3 | |
| 15 | W | | | | | | | 12 | 2 | | 6 | |
| 16 | T | | | | | | | 12 | 7 | | 7 | |
| 17 | F | | | | | | | 12 | 6 | | 7 | |
| 20 | M | | | | | | | 12 | 7 | 1 | 10 | |
| 21 | T | | | | | | | 12 | 10 | 1 | 11 | |
| 22 | W | | | | | | | 12 | 11 | | 10 | 1 |
| 23 | T | | | | | | | 12 | 12 | 1 | 11 | |
| 24 | F | | | | | | | 12 | 12 | 1 | 12 | |
| 27 | M | | | | | | | 12 | 11 | | 11 | |
| 28 | T | | | | | | | 12 | 12 | | 12 | |
| 29 | W | | | | | | | 12 | 10 | | 10 | |
| 30 | T | | | | | | 1 | 11 | 10 | | 10 | |
| 31 | F | | | | | | | 11 | 11 | | 11 | |
| Totals for Month | | | | | | | 1 | 238 | 181 | 7 | 186 | 1 |
| Totals for Last Mo. | | 7 | 4 | | 2 | | 1 | 893 | 764 | 8 | 757 | 1 |
| Total to Date | | 7 | 4 | | 2 | | 2 | 1131 | 945 | 15 | 943 | 2 |

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

11 + 2 - 1 = 12

## STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

## STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
|---|---|---|
| 1 | Mary Lee Meek | Battle Creek |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

CA-100-A FOR MONTH

Beginning Feb. 3 1941
Ending Feb. 28 1941

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

No. of Days in Session 19

Dist. No. 4 Alamo Township Hazel E. Richards Teacher

| Arithmetic | Arts | English | History | Physiology—Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | Number | Grade | NAMES OF PUPILS (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth) | Age | Sex | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | C | | | B | A | B | | | | 1 | 1 | Buck, Betty Jean | 6 | F | 38 | | 19 | 2 | |
| B | | B | | | C | B | B | | | | 2 | B | " , Flora Mae | 5 | F | 36 | 2 | 19 | 2 | |
| C | | C | | | C | C | B | | | | 3 | 2 | " , Richard | 8 | M | 38 | | 19 | 2 | |
| C | | C | | | C | B | B | | | | 4 | B | Cook, Raymond | 5 | M | 34 | | 17 | | |
| C | | D | | | C | B | C | | | | 5 | 1 | " , Richard | 7 | M | 34 | | 17 | | |
| C | | D | C | | C | B | B | C | D | C | 6 | 8 | Garrison, Eva | 14 | F | 38 | | 19 | | |
| D | | C | D | C | C | B | D | D | C | | 7 | 7 | " , Glenn | 12 | M | 34 | 4 | 19 | 1 | Ill |
| B | | C | | | B | A | A | | | | 8 | 2 | Mollitor, Crystall | 6 | F | 28 | 10 | 19 | 6 | No shoes |
| D | | D | | C | C | B | C | C | | | 9 | 4 | Pio, Dale | 12 | M | 35 | 3 | 19 | 1 | Caring for children |
| C | | C | | | C | B | C | | | | 10 | 2 | Porter, Robert | 7 | M | 38 | | 19 | | |
| | | | | | | | | | | | 11 | 6 | Strauss, Frederick | 13 | M | 20 | 10 | 15 | | Snow too deep |
| | | | | | | | | | | | 12 | 3 | " , Hazel | 9 | F | 20 | 10 | | | " " " |
| | | | | | | | | | | | 13 | | | | | | | | | |
| | | | | | | | | | | | 14 | | | | | | | | | |
| | | | | | | | | | | | 15 | | Nostrant, Burton | | | | | | | |
| | | | | | | | | | | | 16 | | | | | | | | | |
| | | | | | | | | | | | 17 | | | | | | | | | |
| | | | | | | | | | | | 18 | | | | | | | | | |
| | | | | | | | | | | | 19 | | | | | | | | | |
| | | | | | | | | | | | 20 | | | | | | | | | |
| | | | | | | | | | | | 21 | | | | | | | | | |
| | | | | | | | | | | | 22 | | | | | | | | | |
| | | | | | | | | | | | 23 | | | | | | | | | |
| | | | | | | | | | | | 24 | | | | | | | | | |
| | | | | | | | | | | | 25 | | | | | | | | | |
| | | | | | | | | | | | 26 | | | | | | | | | |
| | | | | | | | | | | | 27 | | | | | | | | | |
| | | | | | | | | | | | 28 | | | | | | | | | |
| | | | | | | | | | | | 29 | | | | | | | | | |
| | | | | | | | | | | | 30 | | | | | | | | | |
| | | | | | | | | | | | 31 | | | | | | | | | |
| | | | | | | | | | | | 32 | | | | | | | | | |
| | | | | | | | | | | | 33 | | | | | | | | | |
| | | | | | | | | | | | 34 | | | | | | | | | |
| | | | | | | | | | | | 35 | | | | | | | | | |
| | | | | | | | | | | | 36 | | | | | | | | | |
| | | | | | | | | | | | 37 | | | | | | | | | |
| | | | | | | | | | | | 38 | | | | | | | | | |
| | | | | | | | | | | | 39 | | | | | | | | | |
| | | | | | | | | | | | 40 | | | | | | | | | |

DAY OF MONTH — 1st Week, 2d Week, 3d Week, 4th Week (M T W T F)

SCHOLARSHIP MARKS: A=Excellent, B=Good, C=Average, D=Poor, E=Failure, X=Absent from Examination, O=Outstanding, I=Incomplete or, S=Satisfactory, U=Needs Help

Monthly Totals

NOTE:—See Model on inside Title Page; also Instructions for Teacher.

MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught B-1-2-4-7-8

Form CA-100-A

| Date of Month | Day of Week | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Schools in Same District | 2 Received by Transfer B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 A.M. A Number Present | 6 A.M. B Number Tardy | 6 P.M. C Number Present | 6 P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3 | M | 10 | | | | | 1 | 10 | 10 | [illegible] | 10 | [illegible] |
| 4 | T | | | | | | | 10 | 10 | [illegible] | 10 | [illegible] |
| 5 | W | | | | | | | 10 | 10 | [illegible] | 9 | [illegible] |
| 6 | T | | | | | | | 10 | 10 | [illegible] | 10 | [illegible] |
| 7 | F | | | | | | | 10 | Institute | | | |
| 10 | M | | | | 2 | | | 12 | 12 | [illegible] | 12 | |
| 11 | T | | | | | | | 12 | 12 | | 12 | |
| 12 | W | | | | | | | 12 | 12 | | 12 | |
| 13 | T | | | | | | | 12 | 12 | | 12 | |
| 14 | F | | | | | | | 12 | 12 | | 12 | 1 |
| 17 | M | | | | | | | 12 | 9 | | 9 | |
| 18 | T | | | | | | | 12 | 9 | 3 | 9 | |
| 19 | W | | | | | | | 12 | 7 | | 7 | |
| 20 | T | | | | | | | 12 | 8 | | 8 | |
| 21 | F | | | | | | | 12 | 8 | | 8 | |
| 24 | M | | | | | | | 12 | 12 | | 12 | |
| 25 | T | | | | | | | 12 | 12 | | 12 | |
| 26 | W | | | | | | | 12 | 12 | | 12 | 1 |
| 27 | T | | | | | | 2 | 10 | 10 | | 10 | 1 |
| 28 | F | | | | | | | 10 | 10 | | 10 | |
| Totals for Month | | | | | 2 | | 3 | 226 | 197 | 11 | 196 | 3 |
| Totals for Last Mo. | | 7 | 4 | | 2 | | 2 | 1131 | 945 | 15 | 943 | 2 |
| Total to Date | | 7 | 4 | | 4 | | 5 | 1357 | 1142 | 26 | 1139 | 5 |

**ATTENDANCE SYMBOLS**
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

**PROOF OF MEMBERSHIP AT DATE OF REPORT**
Col. 1+Col. 2+Col. 3—Col. 4=Membership
11+4+0-5-
10

## STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | Strauss, Frederick | Richland |
| 2 | " , Hazel | Richland |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

## STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
|---|---|---|
| 1 | Nostrant, Burton | ? |
| 2 | | |
| 3 | Cook, Raymond | Northeast of Plainwell |
| 4 | Richard | Northeast of Plainwell |
| 5 | | |
| 6 | | |
| 7 | | |

CA-100-A FOR MONTH

Beginning *Mar. 3* 19*41*

Ending *Mar* 19*28*

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

No. of Days in Session *19*

Dist. No. *4* *Alamo* Township *Hazel E. Richards* Teacher

| Arithmetic | Arts | English | History | Physiology Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | Number | Grade | Names of Pupils (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth) | Age | Sex | 1st Week M T W T F | 2d Week M T W T F | 3d Week M T W T F | 4th Week M T W T F | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | B | | | B | A | A | | | | 1 | 1 | Buck, Betty Jean | 6 | F | | | ᵗ (F) | X (T) | 36 | 2 | 20 | 1 | Dentist. |
| B | | B | | | C | A | B | | | | 2 | B | ″ , Flora Mae | 5 | F | | | ᵗ (F) | X (T) | 36 | 2 | 20 | 1 | Picture taken |
| A | | B | | | C | B | B | | | | 3 | 2 | ″ , Richard | 8 | M | | | ᵗ (F) | | 38 | | 20 | 1 | |
| D | | C | B | | B | B | B | B | | C | 4 | 8 | Garrison, Eva | 14 | F | | | | | 38 | | 20 | | |
| D | | C | D | C | C | B | D | D | C | | 5 | 7 | ″ , Glenn | 12 | M | | | Storm (M) | | 38 | | 20 | | |
| A | | A | | | B | A | A | | | | 6 | 2 | Mollitor, Crystal | 7 | F | X (M) | X ᵗ | Xᵗ ᵗ | ᵗ | 31 | 7 | 20 | 4 | Pains(?) |
| D | | D | | B | C | B | A | C | | | 7 | 4 | Pio, Dale | 12 | M | | | | | 38 | | 20 | | |
| C | | B | | | C | B | C | | | | 8 | 2 | Porter, Robert | 7 | M | | | | | 38 | | 20 | | |
| E | | E | E | C | D | C | E | D | | | 9 | 6 | Strause, Frederick | 13 | M | ᵗ/ | | X X X | | 31 | 8 | 20 | 1 | [illegible] |
| B | | C | | B | C | C | C | C | | | 10 | 3 | ″ , Hazel | 9 | F | ᵗ | | X X X | | 32 | 6 | 20 | 1 | Mother ill. |
| | | | | | | | | | | | 11 | | | | | | | | | | | | | |
| | | | | | | | | | | | 12 | | | | | | | | | | | | | |
| | | | | | | | | | | | 13 | | | | | | | | | | | | | |
| | | | | | | | | | | | 14 | | | | | | | | | | | | | |
| | | | | | | | | | | | 15 | | | | | | | | | | | | | |
| | | | | | | | | | | | 16 | | | | | | | | | | | | | |
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| | | | | | | | | | | | 19 | | | | | | | | | | | | | |
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| | | | | | | | | | | | 31 | | | | | | | | | | | | | |
| | | | | | | | | | | | 32 | | | | | | | | | | | | | |
| | | | | | | | | | | | 33 | | | | | | | | | | | | | |
| | | | | | | | | | | | 34 | | | | | | | | | | | | | |
| | | | | | | | | | | | 35 | | | | | | | | | | | | | |
| | | | | | | | | | | | 36 | | | | | | | | | | | | | |
| | | | | | | | | | | | 37 | | | | | | | | | | | | | |
| | | | | | | | | | | | 38 | | | | | | | | | | | | | |
| | | | | | | | | | | | 39 | | | | | | | | | | | | | |
| | | | | | | | | | | | 40 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | Monthly Totals | 356 | 24 | 200 | 9 | |

SCHOLARSHIP MARKS: A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination O=Outstanding I=Incomplete or S=Satisfactory U=Needs Help

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught *B-1-2-3-4-6-7-8.* Form CA-100-A

| Date of Month | Day of Week | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Schools in Same District | 2 Received by Transfer B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | A.M. B Number Tardy | P.M. C Number Present | P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M. 3 | M | | | | | | | 10 | 10 | 2 | 8 | |
| 4 | T | | | | | | | 10 | 10 | | 10 | |
| 5 | W | | | | | | | 10 | 10 | | 10 | |
| 6 | T | | | | | | | 10 | 10 | | 10 | |
| 7 | F | | | | | | | 10 | 10 | | 10 | |
| 10 | M | | | | | | | 10 | 10 | | 10 | |
| 11 | T | | | | | | | 10 | 9 | | 9 | |
| 12 | W | | | | | | | 10 | 9 | | 10 | |
| 13 | T | | | | | | | 10 | 10 | 1 | 10 | |
| 14 | F | | | | | | | 10 | 10 | | 10 | |
| 17 | M | | | | | | | 10 | Storm | | | |
| 18 | T | | | | | | | 10 | 7 | | 7 | |
| 19 | W | | | | | | | 10 | 8 | 1 | 8 | |
| 20 | T | | | | | | | 10 | 8 | | 8 | |
| 21 | F | | | | | | | 10 | 10 | 4 | 10 | |
| 24 | M | | | | | | | 10 | 10 | | 10 | |
| 25 | T | | | | | | | 10 | 10 | | 10 | 1 |
| 26 | W | | | | | | | 10 | 10 | | 10 | |
| 27 | T | | | | | | | 10 | 8 | | 8 | |
| 28 | F | | | | | | | 10 | 10 | | 10 | |
| Totals for Month | | | | | | | | 200 | 178 | 8 | 178 | 1 |
| Totals for Last Mo. | | 7 | 4 | | 4 | | 5 | 1357 | 1142 | 26 | 1139 | 5 |
| Total to Date | | 7 | 4 | | 4 | | 5 | 1557 | 1320 | 34 | 1317 | 7 |

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

*11+4+0-5=10*

STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

CA-100-A

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

FOR MONTH Beginning Mar. 31 1941 Ending Apr. 25 1941

No. of Days in Session 20

Dist. No. 4 Alamo Township Hazel E. Richards Teacher

| Arithmetic | Arts | English | History | Physiology Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | | | Number | Grade | DAY OF MONTH ☞ NAMES OF PUPILS Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth | Age | Sex |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | B | | | B | A | A | | | | | | 1 | 1 | Buck, Betty Jean | 6 | F |
| B | | B | | | C | A | A | | | | | | 2 | B | " , Flota Mae | 5 | F |
| B | | B | | | C | B | B | | | | | | 3 | 2 | " , Richard | 8 | M |
| E | | C | | | B | B | A | B | C | D | | | 4 | 8 | Garrison, Eva | 14 | F |
| D | | C | D | B | C | B | E | C | C | | | | 5 | 7 | " , Glenn | 12 | M |
| A | | A | | | B | A | A | | | | | | 6 | 2 | Mollitor, Crystall | 7 | F |
| D | | D | | | C | B | A | D | | | | | 7 | 4 | Pio, Dale | 12 | M |
| B | | B | | | C | B | B | | | | | | 8 | 2 | Porter, Robert | 7 | M |
| E | | C | E | B | D | C | E | C | | | | | 9 | 6 | Strauss, Frederick | 13 | M |
| C | | C | B | B | C | C | C | C | | | | | 10 | 3 | " , Hazel | 9 | F |
| | | | | | | | | | | | | | 11 | | | | |
| | | | | | | | | | | | | | 12 | | | | |
| | | | | | | | | | | | | | 13 | | | | |
| | | | | | | | | | | | | | 14 | | | | |
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| | | | | | | | | | | | | | 16 | | | | |
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| | | | | | | | | | | | | | 18 | | | | |
| | | | | | | | | | | | | | 19 | | | | |
| | | | | | | | | | | | | | 20 | | | | |
| | | | | | | | | | | | | | 21 | | | | |
| | | | | | | | | | | | | | 22 | | | | |
| | | | | | | | | | | | | | 23 | | | | |
| | | | | | | | | | | | | | 24 | | | | |
| | | | | | | | | | | | | | 25 | | | | |
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| | | | | | | | | | | | | | 27 | | | | |
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| | | | | | | | | | | | | | 31 | | | | |
| | | | | | | | | | | | | | 32 | | | | |
| | | | | | | | | | | | | | 33 | | | | |
| | | | | | | | | | | | | | 34 | | | | |
| | | | | | | | | | | | | | 35 | | | | |
| | | | | | | | | | | | | | 36 | | | | |
| | | | | | | | | | | | | | 37 | | | | |
| | | | | | | | | | | | | | 38 | | | | |
| | | | | | | | | | | | | | 39 | | | | |
| | | | | | | | | | | | | | 40 | | | | |

| Number | 1st Week M | T | W | T | F | 2d Week M | T | W | T | F | 3d Week M | T | W | T | F | 4th Week M | T | W | T | F | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | t | | t | | X | / | / | | | | | | | | | | | 36 | 4 | 20 | 2 | In town |
| 2 | | | | t | | t | | X | | | | | | | | | | | | | 38 | 2 | 20 | 2 | " |
| 3 | | | | t | | t | | X | | | | | | | | | | | | | 38 | 2 | 20 | 2 | " |
| 4 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 5 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 6 | X | | | t | | X | X | X | | | | | | | \ | | | | | | 31 | 9 | 20 | 1 | Visiting |
| 7 | | | / | | | | | V | | | | | | | | | | | | | 37 | 3 | 20 | 1 | Helping at home |
| 8 | | | | | | | | | | | | | | | | | | | | | 40 | | 20 | | |
| 9 | X | X | | | | | | | | | | | | | | | | | | | 36 | 4 | 20 | | Swollen glands |
| 10 | X | X | | | | | | | | X | | | | | | | | | | | 34 | 6 | 20 | | " |
| Monthly Totals | | | | | | | | | | | | | | | | | | | | | 370 | 30 | 200 | 8 | |

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination O=Outstanding I=Incomplete or S=Satisfactory U=Needs Help

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught B-1-2-3-4-6-7-8

Form CA-100-A

| DATE OF MONTH | DAY OF WEEK | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Schools in Same District | 2 B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | A.M. B Number Tardy | P.M. C Number Present | P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| M31 | M | | | | | | | 10 | 7 | | 7 | |
| A 1 | T | | | | | | | 10 | 8 | | 8 | 1 |
| 2 | W | | | | | | | 10 | 10 | | 9 | |
| 3 | T | | | | | | | 10 | 10 | 4 | 10 | |
| 4 | F | | | | | | | 10 | 9 | | 9 | |
| 7 | M | | | | | | | 10 | 9 | 3 | 9 | |
| 8 | T | | | | | | | 10 | 9 | | 9 | |
| 9 | W | | | | | | | 10 | 6 | | 7 | |
| 10 | T | | | | | | | 10 | 10 | | 8 | |
| 11 | F | | | | | | | 10 | 9 | | 8 | |
| 14 | M | | | | | | | 10 | 10 | | 10 | |
| 15 | T | | | | | | | 10 | 10 | | 10 | |
| 16 | W | | | | | | | 10 | 10 | | 10 | |
| 17 | T | | | | | | | 10 | 10 | | 10 | |
| 18 | F | | | | | | | 10 | 9 | | 10 | |
| 21 | M | | | | | | | 10 | 10 | | 10 | |
| 22 | T | | | | | | | 10 | 10 | | 10 | |
| 23 | W | | | | | | | 10 | 10 | | 10 | |
| 24 | T | | | | | | | 10 | 10 | | 10 | |
| 25 | F | | | | | | | 10 | 10 | | 10 | |
| Totals for Month | | | | | | | | 200 | 186 | 7 | 184 | 1 |
| Totals for Last Mo. | | 3 | 4 | | 4 | | 5 | 1557 | 1320 | 34 | 1317 | 7 |
| Total to Date | | | | | | | | 1757 | 1506 | 41 | 1501 | 8 |

ATTENDANCE SYMBOLS

R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
\=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4= Membership

STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
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| 7 | | |

STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
|---|---|---|
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| 2 | | |
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| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

CA-100-A FOR MONTH

# DAILY ATTENDANCE AND MONTHLY SCHOLARSHIP RECORD

Beginning Apr 28 1941 No. of Days in Session 180
Ending May 23 1941 Dist. No. 4 Alamo Township Hazel C. Richards Teacher

| Arithmetic | Arts | English | History | Physiology—Hygiene | Penmanship | Reading | Spelling | Geography | Science | Civil Gov't | | | Number | Grade | Names of Pupils (Opening Day's Registration Should be Listed Alphabetically by Grades, Starting with the Eighth) | Age | Sex | 1st Week M | T | W | T | F | 2d Week M | T | W | T | F | 3d Week M | T | W | T | F | 4th Week M | T | W | T | F | Half Days Present | Half Days Absent | Days Membership | Times Tardy | Special Explanations |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | B | | | B | A | A | | | | | | 1 | 1 | Buck, Betty Jean | 6 | F | | | | | | | | | | | | | | | | | | | | | 38 | | 20 | | |
| B | | A | | | C | A | A | | | | | | 2 | B | " , Flora Mae | 5 | F | | | | | | | | | | | | | | | | | | | | | 38 | | 20 | | |
| A | | A | | C | C | B | C | | | | | | 3 | 2 | " , Richard | 8 | M | | | | | | | | | | | | | | | | | | | | | 38 | | 20 | | |
| D | | D | C | | B | B | A | B | C | C | | | 4 | 8 | Garrison, Eva | 14 | F | | | | | | | | | | | | | | | | | | | | | 38 | | 20 | | |
| E | | C | D | B | C | B | C | D | B | | | | 5 | 7 | " , Glenn | 13 | M | | | | | | | | | | | | | | | | | | | | | 38 | | 20 | | |
| B | | A | | | B | A | A | | | | | | 6 | 2 | Mollitor, Crystall | 7 | F | | | | | | | | | | | | | | | | | | | | | 38 | | 20 | | |
| D | | C | | | C | B | B | D | | | | | 7 | 4 | Pio, Dale | 12 | M | | | | | | | | | | | | | | | | | | | | | 38 | 1 | 20 | 2 | |
| C | | C | | | C | C | C | | | | | | 8 | 2 | Porter, Robert | 7 | M | | | | | | X | | | | | | | | | | | | | | | 36 | 2 | 20 | | |
| E | | C | D | D | D | C | E | D | | | | | 9 | 6 | Strauss, Frederick | 13 | M | | | | | | | | | | | | | | X | | | | | | | 38 | 2 | 20 | | |
| C | | C | | B | C | C | C | B | | | | | 10 | 3 | " , Hazel | 9 | F | | | | | | | | | | | | X | | | | | | | | | 36 | 2 | 20 | | |
| | | | | | | | | | | | | | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | 22 | | | | | | | | | | | | | | | | | Institute Day | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 374 | 6 | 200 | 3 | Monthly Totals |

SCHOLARSHIP MARKS A=Excellent B=Good C=Average D=Poor E=Failure X=Absent from Examination O=Outstanding I=Incomplete or S=Satisfactory U=Needs Help

NOTE:—See Model on inside Title Page; also Instructions for Teacher. MEMORANDA

# TEACHER'S CLASS ATTENDANCE SUMMARY RECORD

Grades Taught B-1-2-3-4-6-7-8 Form CA-100-A

| Date of Month | Day of Week | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Schools in Same District | 2 Received by Transfer B Other Schools in the State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | A.M. B Number Tardy | P.M. C Number Present | P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A28 | M | | | | | | | 10 | 10 | | 10 | |
| 29 | T | | | | | | | 10 | 10 | | 10 | |
| 30 | W | | | | | | | 10 | 10 | | 10 | 1 |
| M1 | T | | | | | | | 10 | 10 | | 10 | |
| 2 | F | | | | | | | 10 | 10 | | 10 | |
| 5 | M | | | | | | | 10 | 9 | | 9 | |
| 6 | T | | | | | | | 10 | 10 | | 10 | |
| 7 | W | | | | | | | 10 | 10 | | 10 | |
| 8 | T | | | | | | | 10 | 10 | | 10 | |
| 9 | F | | | | | | | 10 | 10 | | 10 | 1 |
| 12 | M | | | | | | | 10 | 10 | 1 | 10 | |
| 13 | T | | | | | | | 10 | 9 | | 9 | |
| 14 | W | | | | | | | 10 | 10 | | 10 | |
| 15 | T | | | | | | | 10 | 9 | | 9 | |
| 16 | F | | | | | | | 10 | 10 | | 10 | |
| 19 | M | | | | | | | 10 | 10 | | 10 | |
| 20 | T | | | | | | | 10 | 10 | | 10 | |
| 21 | W | | | | | | | 10 | 10 | | 10 | |
| 22 | T | | | | | | | 10 | 10 | | 10 | |
| 23 | F | | | | | | | 10 | Institute | | | |
| Totals for Month | | | | | | | | 200 | 187 | 1 | 187 | 2 |
| Totals for Last Mo. | | 7 | 4 | | 4 | | 5 | 1757 | 1506 | 41 | 1501 | 8 |
| Total to Date | | 7 | 4 | | 4 | | 5 | 1957 | 1693 | 42 | 1688 | 10 |

ATTENDANCE SYMBOLS
R=Registered
ET=Entered by Transfer
RT=Returned
L=Left or Loss
T=Tardy in Forenoon
⊥=Tardy in Afternoon
I=Tardy both A.M. and P.M.
∖=Absent in Forenoon
/=Absent in Afternoon
X=Absent all Day
S=Sick
A minus sign after R, ET, RT, or L means "in Afternoon"

PROOF OF MEMBERSHIP AT DATE OF REPORT
Col. 1+Col. 2+Col. 3—Col. 4=Membership

## STUDENTS RECEIVED

| | NAME | FROM WHAT SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
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| 7 | | |

## STUDENTS LEFT

| | NAME | TO WHAT SCHOOL |
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| 7 | | |

KALAMAZOO COUNTY PUBLIC SCHOOLS

1940 - 1941

ADDITION TO 1938-1939 BOOK LIST

Changes will be as follows:

Use the Elson New Basic Pre-Primer and Primer text.

Optional - Before we Read (Pupil's book of pre-reading activities.)

Use - Pre-Primer, three books.
1. We Look and See - First Pre-Primer
2. We Work and Play - Second Pre-Primer
3. We Come and Go - Third Pre-Primer

Primer - Fun with Dick and Jane
(There are work books to go with these.)

Our New Friends (Book one) will be fine to use after your first graders have read Book One used last year. In that way we will begin to get it introduced.

English Books - All schools should use English Activities. Do not use Essentials of English.

Spelling - Use Webster Goals in Spelling. Books one to eight. Books one and two may be obtained in manuscript writing.

Hand Writing - Palmer Method or optional, New Laurel Hand Writing. Teacher's Manuals for the latter may be obtained at Commissioner's office.

Arithmetic - New Curriculum. Do not use the Triangle.

Civics - New Text, Blough and McClure, "Fundamentals of Citizenship, Michigan Edition." Copyright 1939 by Laidlaw Brothers. This book may be obtained for 90 cents, plus postage, when purchased direct from publishers in Chicago. Keep and use for reference McClave's Michigan Civics. Do not require pupils to purchase this.

Science - Splendid sets of Science Readers to be used in grades to the seventh as supplementary readers. Seventh and Eighth Grades use Useful Science, Part 1.

Music - Text -"Sing A Song" and Foresman, "Fifth Book of Songs." These were used last year. New books for 1940-41 are -

Bryant - Book One "Individual Sight Singing."
Bryant - "Two Part Songs for Sight Reading."
Price of the two new books will be 75 cents for the two, or 40 cents each.

# ANNUAL SUMMARY OF REGISTRATION AND ATTENDANCE

For the School Year ending June 30, 1941

*Dist. No.* 4 Alamo *Township* Kalamazoo *County*

| PERIOD OF SCHOOL YEAR | 1 Registration Boys | 1 Registration Girls | 2 Received by Transfer A Other Rooms in same District | 2 B Private and Church Schools in same District | 2 C Other Schools in State | 3 Returns | 4 Losses | 5 Daily Membership | 6 Daily Attendance A.M. A Number Present | A.M. B Number Tardy | P.M. C Number Present | P.M. D Number Tardy |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sept | 7 | 4 | | | | | | | | | | |
| Oct | | | | | | | | 220 | 215 | 1 | 213 | |
| Nov. | | | | | | | | 228 | 143 | 2 | 140 | 2 |
| Dec. | | | | | 2 | | 1 | 233 | 199 | 3 | 199 | |
| Jan. | | | | | | | 1 | 238 | 181 | 7 | 186 | 1 |
| Feb. | | | | | 2 | | 3 | 226 | 197 | 11 | 196 | 3 |
| Mar | | | | | | | | 200 | 178 | 8 | 178 | 1 |
| Apr. | | | | | | | | 200 | 186 | 7 | 184 | 1 |
| May | | | | | | | | 200 | 187 | 1 | 187 | 2 |
| TOTALS | | | | | | | | 1957 | 1693 | 42 | 1688 | 10 |

**Item 7 — PROOF OF MEMBERSHIP** Col. 1+Col. 2+Col. 3−Col. 4=Item 7
11+4+0−5= 10

**Item 8 — AVERAGE MEMBERSHIP** Col. 5÷Item 13=Item 8
1957÷180= 10.8

**Item 9 — SUM OF DAILY ATTENDANCE** Col. 6A+Col. 6C÷2=Item 9
1693+1688÷2= 1690 1/2

**Item 10 — AVERAGE ATTENDANCE** Item 9÷Item 12=Item 10
9.8

**Item 11 — TOTAL TARDINESS** 52

**Item 12 — ACTUAL NUMBER OF DAYS SCHOOL WAS IN SESSION** 172

**Item 13 — NUMBER OF DAYS FOR WHICH TEACHER WAS PAID** 180

**Item 14 — MEMORANDA**

## ANNUAL REPORT TO COMMISSIONER AND DIRECTOR

1. Total registration for year (Col. 1) 11
2. Number received from all sources during year (Col. 2 minus A plus Col. 3) 4
3. Number lost from all causes during year (Col. 4 minus Col. 2A) 5
4. Average daily attendance for the year (Item 10) (a) K-6 or 8 9.8 (b) 7-12 ______
5. Membership by grades at close of year
   Kg 1, 1 1, 2 3, 3 1, 4 1, 5 ____, 6 1,
   7 1, 8 1, 9 ____, 10 ____, 11 ____, 12 ____,
   Others ______ TOTAL 10
6. Number of non-resident pupils in school (a) K-8 ______ (b) 9-12 ______
7. Number of pupils transported ______ (a) K-8 ______ (b) 9-12 ______
8. Number of pupils attending school in another district (a) K-8 ______ (b) 9-12 ______
9. Number of children in district enrolled in private and parochial schools ______
10. (a) Number of public school houses in district 1
    (b) Number of class rooms in district 1
11. (a) Has the district a library established by vote of the district? ______
    (b) Number of volumes added to library during year None
    (c) Total number of volumes in library ______

SPECIAL DIRECTIONS: Make Annual Report complete in three copies. One to School Commissioner, one to School Director and one to Successor.

Form CA—101B Teachers Annual Report 20 lb. No. 2 Sulphite Bond

12. Does the district furnish free text books to (a) indigent pupils only ______
    (b) all elementary pupils ______ (c) all secondary pupils ______
    (d) to none ✓
13. Has your school 1. a motion picture projector ______, 2. sound equipment ______, 3. stereoptican projector ______, 4. a radio ______,
    5. a piano ✓, 6. a phonograph ______, 7. electricity ✓, 8. an organ ______
14. Number of teaching positions 1 (1) K-6 ______ (2) 7-12 ______
15. Number of different teachers employed 1 (1) K-6 ______ (2) 7-12 ______
16. Average membership for the year: (Districts teaching only first eight grades, list all in elementary division) (Item 8) ______
    a. Elementary (Grades K-6 inclusive, except as noted above) ______
    b. Number of Elementary teachers ______
    c. Secondary (Grades 7-12) ______
    d. Number of Secondary teachers ______
17. Number of days school was in session (Item 12) 172
18. Number of days for which teachers were paid (Item 13) 180
19. Number of pupils granted 8th grade diplomas 1
20. Number of last years graduates in high school 1
21. Has the district all supplies, dictionaries, globe, maps (required by law?) Page 17, 1936 School Laws). (List missing items) Yes
22. Are hygiene and physiology being taught as provided by law? Yes
23. (a) What is the source of water supply? Pump
    (b) Kind of toilets? Outdoor
    (c) Are both approved by the Health Department? Water tested
24. (a) Is the heating plant adequate? Yes
    (b) Is it in good condition? Fair
25. Does the district furnish seat work material? Yes
26. (a) Have you a P. T. A. or other community group? What? ______
    (b) Name of President ______ Address ______
27. Years of teaching experience 24
28. Years of training beyond high school Life 2 yrs 4 sum.
29. Kind of ~~degree~~ General Life Institution Western State
30. What year was your certificate registered in the commissioner's office? 1922
31. In what month did you pay your institute fee for this year? Sept
32. Annual salary received this year $675
33. Where will you teach next year? Dist. 4, Alamo
34. Recommendations for the betterment of your school A new electric clock, new toilets, a few tools for 4-H work,

| NAMES OF PART TIME OR SUBSTITUTE TEACHERS | KIND OF CERTIFICATE | EXPIRATION DATE | TRAINING | HOURS EMPLOYED | SALARY PAID |
|---|---|---|---|---|---|
| | | | | | |

Hazel E. Richards
Signature of Teacher, Principal or Superintendent.

The last check should not be given to the teacher until a receipt is produced showing that all fees are paid and all reports are complete. Where there is more than one room one report should be sent to the Commissioner for the whole school.

FOR YEAR

Beginning Sept 2 1940

Ending May 23 1941

# FINAL REPORT TO SUCCESSOR AND COMMISSIONER (OR SUPERINTENDENT) ON ATTENDANCE, SCHOLARSHIP RECORDS, CLASS SUMMARIES AND RECOMMENDATIONS

Total No. of Days Taught 172

Teacher's Salary 675

Dist. No. 4 Alamo Township Hazel E. Richards Teacher

| BRANCHES: ARITHMETIC | DRAWING | LANGUAGE-GRAMMAR | HISTORY | PHYSIOLOGY-HYGIENE | PENMANSHIP | READING | SPELLING | GEOGRAPHY | AGRICULTURE | CIVIL GOV'T | MUSIC | PROMOTED * TO GRADE | NUMBER | GRADE | NAMES OF PUPILS | DATE OF BIRTH | SEX | HALF DAYS PRESENT | HALF DAYS ABSENT | DAYS MEMBERSHIP | TIMES TARDY | DATE OF ENTRY | R. ET. OR RET. | DATE LEFT | RECOMMENDATIONS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | 2 | 1 | 1 | Buck, Betty Jean | 7/11/34 | F | 310 | 34 | 180 | 2 | Sept 3 | R | | |
| | | | | | | | | | | | | 1 | 2 | B | " Flora Mae | 11/14/35 | F | 322 | 32 | 180 | 5 | " 3 | R | | |
| | | | | | | | | | | | | 3 | 3 | 2 | " Richard | 1/31/33 | M | [illegible] | [illegible] | 180 | 5 | " 3 | R | | |
| | | | | | | | | | | | | 9 | 4 | 8 | Garrison, Eva | 11-19-26 | F | [illegible] | 3 | 180 | | " 3 | R | | |
| | | | | | | | | | | | | 8 | 5 | 7 | " , Glenn | 4-28-28 | M | [illegible] | 6 | 180 | 1 | " 3 | R | | |
| | | | | | | | | | | | | 3 | 6 | 2 | Mollitor, Crystall | 3/27/34 | F | [illegible] | 77 | 180 | 19 | " 3 | R | | |
| | | | | | | | | | | | | 5 | 7 | 4 | Rio, Dale | 6-9-28 | M | 316 | [illegible] | 180 | 10 | " 3 | R | | |
| | | | | | | | | | | | | 3 | 8 | 2 | Porter, Robert | 4-5-33 | M | [illegible] | 17 | 180 | 1 | " 3 | [illegible] | | |
| | | | | | | | | | | | | | 9 | 6 | Strauss, Frederick | 1-26-28 | M | 121 | 29 | 75 | 1 | Feb 10 | ET | | Failed |
| | | | | | | | | | | | | 4 | 10 | 3 | " , Hazel | | F | 120 | 30 | 75 | 1 | " 10 | ET | | |
| | | | | | | | | | | | | | 11 | | | | | | | | | | | | |
| | | | | | | | | | | | | | 12 | B | Cook, Raymond | | | 206 | 18 | 112 | | Sept 3 | R | Feb 27 | |
| | | | | | | | | | | | | | 13 | 1 | " Richard | | | 200 | 24 | 112 | | " 3 | R | " 27 | |
| | | | | | | | | | | | | | 14 | 7 | Meeks, Mary Lee | | | 39 | 31 | 35 | | Dec 3 | ET | Jan 30 | |
| | | | | | | | | | | | | | 15 | 5 | Nostrant, Burton | | | 34 | 16 | 25 | | Dec 30 | ET | Mar 3 | |
| | | | | | | | | | | | | | 16 | 2 | Meyers, Albert | | | 126 | 16 | 71 | | Sept 3 | R. | Dec 11 | |
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=YEARS TOTALS

# ANNUAL SUMMARY OF REGISTRATION AND ATTENDANCE

For the School Year ending June 30, 19____

Dist. No.________ ________________Township ________________County

| PERIOD OF SCHOOL YEAR | 1 Registration | | 2 RECEIVED BY TRANSFER | | | 3 | 4 | 5 | 6 DAILY ATTENDANCE | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | A | B | C | | | | A. M. | | P. M. | |
| | Boys | Girls | Other Rooms in same District | Private and Church Schools in same District | Other Schools in State | Returns | Losses | Daily Membership | A Number Present | B Number Tardy | C Number Present | D Number Tardy |
| | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | |

**Item 7**
PROOF OF MEMBERSHIP
Col. 1 + Col. 2 + Col. 3 − Col. 4 = Item 7

**Item 8**
AVERAGE MEMBERSHIP
Col. 5 ÷ Item 13 = Item 8

**Item 9**
SUM OF DAILY ATTENDANCE
Col. 6A + Col 6C ÷ 2 = Item 9

**Item 10**
AVERAGE ATTENDANCE
Item 9 ÷ Item 12 = Item 10

**Item 11**
TOTAL TARDINESS

**Item 12**
ACTUAL NUMBER OF DAYS SCHOOL WAS IN SESSION

**Item 13**
NUMBER OF DAYS FOR WHICH TEACHER WAS PAID

**Item 14**
MEMORANDA

## ANNUAL REPORT TO COMMISSIONER AND DIRECTOR

1. Total registration for year (Col. 1) ____________
2. Number received from all sources during year (Col. 2 minus A plus Col. 3) ____________
3. Number lost from all causes during year (Col. 4 minus Col. 2A) ____________
4. Average daily attendance for the year (Item 10) (*a*) K-6 or 8________ (*b*) 7-12________
5. Membership by grades at close of year
   Kg____, 1____, 2____, 3____, 4____, 5____, 6____,
   7____, 8____, 9____, 10____, 11____, 12____,
   Others____ TOTAL ____________
6. Number of non-resident pupils in school (*a*) K-8________ (*b*) 9-12________
7. Number of pupils transported________ (*a*) K-8________ (*b*) 9-12________
8. Number of pupils attending school in another district (*a*) K-8________ (*b*) 9-12________
9. Number of children in district enrolled in private and parochial schools ____________
10. (*a*) Number of public school houses in district ____________
    (*b*) Number of class rooms in district ____________
11. (*a*) Has the district a library established by vote of the district? ____________
    (*b*) Number of volumes added to library during year ____________
    (*c*) Total number of volumes in library ____________

12. Does the district furnish free text books to (*a*) indigent pupils only________
    (*b*) all elementary pupils________ (*c*) all secondary pupils________
    (*d*) to none________
13. Has your school 1. a motion picture projector________, 2. sound equipment________, 3. stereoptican projector________, 4. a radio________, 5. a piano________, 6. a phonograph________, 7. electricity________, 8. an organ________
14. Number of teaching positions ........................(1) K-6________ (2) 7-12________
15. Number of different teachers employed ............(1) K-6________ (2) 7-12________
16. Average membership for the year: (Districts teaching only first eight grades, list all in elementary division) (Item 8) ____________
    *a.* Elementary (Grades K-6 inclusive, except as noted above) ____________
    *b.* Number of Elementary teachers ____________
    *c.* Secondary (Grades 7–12) ____________
    *d.* Number of Secondary teachers ____________
17. Number of days school was in session (Item 12) ____________
18. Number of days for which teachers were paid (Item 13) ____________
19. Number of pupils granted 8th grade diplomas ____________
20. Number of last years graduates in high school ____________
21. Has the district all supplies, dictionaries, globe, maps (required by law?) Page 17, 1936 School Laws). (List missing items) ____________
22. Are hygiene and physiology being taught as provided by law? ____________
23. (*a*) What is the source of water supply? ____________
    (*b*) Kind of toilets? ____________
    (*c*) Are both approved by the Health Department? ____________
24. (*a*) Is the heating plant adequate? ____________
    (*b*) Is it in good condition? ____________
25. Does the district furnish seat work material? ____________
26. (*a*) Have you a P. T. A. or other community group? What?____________
    (*b*) Name of President________________Address________
27. Years of teaching experience ____________
28. Years of training beyond high school ____________
29. Kind of degree________ Institution________________
30. What year was your certificate registered in the commissioner's office? ____________
31. In what month did you pay your institute fee for this year? ____________
32. Annual salary received this year ____________
33. Where will you teach next year? ____________
34. Recommendations for the betterment of your school ____________

| NAMES OF PART TIME OR SUBSTITUTE TEACHERS | KIND OF CERTIFICATE | EXPIRATION DATE | TRAINING | HOURS EMPLOYED | SALARY PAID |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

____________________________
Signature of Teacher, Principal or Superintendent.

The last check should not be given to the teacher until a receipt is produced showing that all fees are paid and all reports are complete. Where there is more than one room one report should be sent to the Commissioner for the whole school.

Form CA—101B Teachers Annual Report 20 lb. No. 2 Sulphite Bond 233791

FOR YEAR

Beginning Sept 2 1940

Ending May 23 1941 Dist. No. 4 Alamo Township Hazel E. Richards Teacher

# FINAL REPORT TO SUCCESSOR AND COMMISSIONER (OR SUPERINTENDENT) ON ATTENDANCE, SCHOLARSHIP RECORDS, CLASS SUMMARIES AND RECOMMENDATIONS

Total No. of Days Taught 172

Teacher's Salary 675

| BRANCHES: ARITHMETIC | DRAWING | LANGUAGE–GRAMMAR | HISTORY | PHYSIOLOGY–HYGIENE | PENMANSHIP | READING | SPELLING | GEOGRAPHY | AGRICULTURE | CIVIL GOV'T | MUSIC | | PROMOTED * TO GRADE | NUMBER | GRADE | NAMES OF PUPILS | DATE OF BIRTH | SEX | HALF DAYS PRESENT | HALF DAYS ABSENT | DAYS MEMBERSHIP | TIMES TARDY | DATE OF ENTRY | R. ET. OR RET. | DATE LEFT | RECOMMENDATIONS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | 2 | 1 | 1 | Beck, Betty Jean | 7/11/34 | F | 310 | 34 | 180 | 5 | Sept 3 | R | | |
| | | | | | | | | | | | | | 1 | 2 | B | " , Flora Mae | 11/14/35 | F | 312 | 32 | 180 | 5 | " 3 | R | | |
| | | | | | | | | | | | | | 3 | 3 | 2 | " Richard | 1/31/33 | M | 318 | 26 | 180 | 5 | " 3 | R | | |
| | | | | | | | | | | | | | 9 | 4 | 8 | Garrison, Eva | 11-19-26 | F | 341 | 3 | 180 | | " 3 | R | | |
| | | | | | | | | | | | | | 8 | 5 | 7 | " , Glenn | 4-28-28 | M | 338 | 6 | 180 | 1 | " 3 | R | | |
| | | | | | | | | | | | | | 3 | 6 | 2 | Mollitor, Crystall | 8/28/34 | F | 267 | 77 | 180 | 19 | " 3 | R | | |
| | | | | | | | | | | | | | 5 | 7 | 4 | Pio, Dale | 6-9-28 | M | 316 | 28 | 180 | 10 | " 3 | R | | |
| | | | | | | | | | | | | | 3 | 8 | 2 | Porter, Robert | 4-5-33 | M | 327 | 17 | 180 | 1 | " 3 | R | | |
| | | | | | | | | | | | | | | 9 | 6 | Strauss, Frederick | 1-26-28 | M | 121 | 29 | 75 | 1 | Feb 10 | ET | | Failed |
| | | | | | | | | | | | | | 4 | 10 | 3 | " , Hazel | | F | 120 | 30 | 75 | 1 | " 10 | ET | | |
| | | | | | | | | | | | | | | 11 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | 12 | B | Cook, Raymond | | | 206 | 18 | 118 | | Sept 3 | R | Feb 27 | |
| | | | | | | | | | | | | | | 13 | 1 | " Richard | | | 202 | 34 | 118 | | " 3 | R | " 27 | |
| | | | | | | | | | | | | | | 14 | 7 | Meeks, Mary Lee | | | 39 | 27 | 35 | | Dec. 9 | ET | Jan 30 | |
| | | | | | | | | | | | | | | 15 | 5 | Nostrant, Burton | | | 34 | 14 | 25 | | Dec. 30 | ET | Feb. 3 | |
| | | | | | | | | | | | | | | 16 | 2 | Meyers, Albert | | | 122 | 16 | 71 | | Sept 3 | R | Dec. 17 | |
| | | | | | | | | | | | | | | 17 | | | | | | | | | | | | |
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=YEARS TOTALS

## REGISTER OF VISITORS

| DATE | NAME | REMARKS | DATE | NAME | REMARKS |
|---|---|---|---|---|---|
| Oct 24 | Mary Ensfield | What a Primary School! | | | |
| Mar. 12 | Crystall Mollitor | Mrs. Richards knows these boys and girls and works well with them. | | | |
| March 21 | Mary Ensfield | I am glad everyone is reading so well and learning to do things with his hands. | | | |

## DAILY PROGRAM OF CLASSES

| A. M. TIME | CLASS |
|---|---|
| | |

| P. M. TIME | CLASS |
|---|---|
| | 25 |
| | 17 |
| | 4 |